



## WASHINGTON STATE SENATE COMMITTEE SERVICES JOB OPPORTUNITIES

*Multiple Positions - Session Committee Assistants and Committee Clerks  
for the 2006 Legislative Session*

The Washington State Senate office of Senate Committee Services is currently recruiting to fill multiple Committee Assistant and Committee Clerk positions for various standing committees of the Washington State Senate. Senate Committee Services assists Senators in developing and evaluating alternatives to achieve their policy objectives. Standing committee information is available on our web site at <http://www.leg.wa.gov/senate/scs>

### DUTIES AND RESPONSIBILITIES

#### Committee Assistants

In supporting committees of the Washington State Senate, Committee Assistants are required to:

- Provide non-partisan administrative office support to Senate committees and staff;
- Use technology-related skills to track legislation, schedule committee hearings, post public notices, prepare and distribute correspondence and other information, and accomplish other associated legislative functions;
- Coordinate logistics and administration of committee and staff meetings and hearings;
- Maintain committee web pages;
- Write clearly and edit effectively; and
- Provide research assistance.

#### Committee Clerks

In providing clerical support to Senate committees and staff, Committee Clerks are required to:

- Prepare and assemble committee notebooks for hearings;
- Assist with logistics of committee and staff meetings and hearings;
- Copy committee meeting materials; and
- Maintain committee files.

## **DESIRABLE KNOWLEDGE, SKILLS, AND QUALIFICATIONS**

### **Committee Assistant**

- A bachelor's degree is highly desirable, or suitable professional experience.
- Strong organizational and administrative skills, and the ability to discern and maintain issues of confidentiality are required.
- Working knowledge of legislative process derived from experience working in a legislative or public policy making organization or setting.
- Proficiency in computer applications, including Excel spreadsheets, word processing software, presentation applications and on-line research.
- Candidates must be willing to work long, irregular hours and be capable of handling the complex and difficult situations that a fast-paced, result-oriented, high pressure legislative environment offers.

### **Committee Clerk**

- An associate's degree is highly desirable, or suitable related experience.
- Basic computer skills, including word processing and data base software knowledge.
- Candidates must be willing to work long, irregular hours.
- Candidates must have the ability to work well with others and maintain a positive and professional demeanor while working in an fast-paced, high-pressure legislative environment.

## **SALARY**

Based on experience and education. The salary for Committee Assistants is approximately \$2,600 per month. The salary for Committee Clerks is approximately \$1,850 per month.

## **APPLICATION PROCEDURE**

Interested applicants should submit: (1) a brief letter of interest describing specific qualifications; (2) a current resume detailing experience and education; and (3) at least three references with current telephone numbers.

Please send to:

Stan Pynch, Director  
Senate Committee Services  
PO Box 40466  
Olympia, Washington 98504-0466

Applications should be submitted as soon as possible. **Interviewing and selection will begin in November and continue until all positions are filled.**

*Phone contact: Judy Rus at (360) 786-7417*

*The Washington State Senate is an Equal Opportunity Employer.*